

YMCA
CAMP M.O.E.
Memorable Outdoor Experiences

1145 Brandy Hill Road
Torrington, CT 06790
860-618-2800

Parent & Camper Handbook

Dear Camp Families,

Welcome to YMCA Camp M.O.E.!

Diversity and Respect are the backbone of Camp M.O.E. Camp M.O.E. offers a summer of fun, challenges, friendship, learning and adventure. Our campers learn patience, acceptance and challenge themselves to give each camper self-confidence and the chance to make lasting friendships.

The information in this handbook will help you understand how to prepare your child for an unforgettable camp experience. Please review the information with your camper. Sign and return the back page prior to the start of camp.

Here's to a successful summer of lasting memories and fun!!!

Camp Guidelines

1. I will always do my best and HAVE FUN while at camp.
2. I will challenge myself to try new things.
3. I will listen and follow all directions from staff.
4. I will keep my hands to myself (unless it is part of a game or activity) and not cause physical or emotional harm to any other camper.
5. I will use appropriate language at all times.
6. I will be honest.
7. I will respect camp properties and supplies, as well as another campers' property.
8. I will respect all staff and campers.
9. I will stay in assigned areas.
10. I will be a positive role model for all campers at Camp M.O.E.

Unit names:

K&1st	Chipmunk
2nd Grade	Squirrel
3rd Grade	Raccoon
4th Grade	Fox
5th Grade	Bobcat
6th Grade	Deer
7th Grade	Bear
8th Grade	Mtn Lion
9th Grade	Elk

Camp hours are 9am-4pm

General Policies and Procedures

Absences and Tardiness

Please call the camp office before 8:00 am if your child will be absent or late for the day. Late arrivals must report to the camp office before joining their group. Please note that you may have to wait with your child until a staff member is available to meet him or her.

What to bring to camp

Campers should bring the following items to camp daily in a backpack which needs to labeled with the camper's name.

- Comfortable play clothes are recommended. No midriff shirts please.
- Sweatshirt and raincoat for cool or wet days **are required.**
- Bathing suits are required daily. Girls are encouraged to wear one-piece bathing suits.
- Insect repellent
- Water bottle
- Sunscreen
- Towel
- Closed-toed athletic shoes. Sandals or water shoes may be BROUGHT to camp for water activities only.

Please be advised, campers wearing shirts containing immoral graphics, etc. will be sent home

Lunch:

- Education Connection Lunch

  Lunch will be provided free of charge to all campers through Education Connection, pending approval from the federal government.

- Lunch from home

  Please pack in a paper bag labeled with the camper's name and unit. Lunches are stored in a refrigerator. **Please do not send large lunch bags or coolers.**

Please do not send your camper with peanut butter or peanut products to camp.

What to leave at home

- Campers are responsible for their own belongings. Campers are not permitted to bring sports equipment & musical instruments (unless otherwise directed) knives, weapons. We strongly discourage campers from bringing money, toys or other personal items.

Electronics No Use Policy

- Unless approved by the director, electronics are not to be brought to camp.

Camp MOE is not responsible for lost, stolen, or damaged items.

Tick Policy It is your responsibility to check your child for ticks **every day.**

Required forms

- Registration Form
- Emergency Contact Information Form
- Health History and Exam Form (requires Doctor Signature)
- Medication Administration Form (must be submitted if you are sending medication, prescription or non-prescription to camp)
- Individual Plan of Care for a Child (Required for any specialized health needs including allergies, asthma, and/or allergies. The plan shall be developed with the child's parent(s) and health care provider and updated as necessary

Forms must be returned to the Camp Director at the Camp M.O.E. prior to your child starting camp. Only PDF scans will be allowed.

Swimming & Swim Tests

All campers must take a swim test on their first day of camp each session to assess their swimming abilities. Campers are grouped by ability for swim instruction. Each child will participate in weekly swim instruction and have the option of participating in free swim. Please have your camper wear their swimsuit to camp.

Code of Conduct

Camp M.O.E. is intentionally designed to encourage success-building skills in children with an emphasis on respect and responsibility. Please be clear with your children that he/she should be on their best behavior while at camp! Safety is our #1 priority. Each child will be treated as an individual and we will address all behavioral issues. Behavior that is disruptive to the community may result in dismissal.

We have zero tolerance for violence, aggression toward others, bullying, drugs, tobacco, alcohol and weapons of any kind. **There is no camper refund for any child sent home for disciplinary reasons.**

Guidance

The goal of discipline is to help the child develop self-control and move toward appropriate social behavior. All staff members receive training in guidance and discipline issues upon hiring and on a continuing basis. Examples of developmentally appropriate methods utilized for resolving conflict are:

Positive guidance: The YMCA policy is that only positive guidance techniques are used when disciplining the children in our care. The staff utilizes discipline methods based on the Conscious Discipline model when disciplining children. Staff use these techniques to assist the children in mastering skills in anger management, helpfulness, assertiveness, composure/impulse control, cooperation, empathy, and problem solving. The staff will help children develop self-discipline.

When disputes arise among children or between a child and staff, the staff will encourage a communication process where the goal is to acknowledge feelings and find solutions using the children's ideas wherever possible.

Setting clear limits: Staff will encourage and model positive behavior, positive reinforcement, the use of peer support and clearly defined rules.

Redirection: A child who may be aggressive or who is disruptive or destructive of other children's work may be asked to make an activity choice in another area.

Staff will continuously supervise children during disciplinary actions. Staff shall not be abusive, neglectful, or use corporal, humiliating or frightening punishment under any circumstances. No child will be physically restrained unless it is necessary to protect the safety or health of the child or others, using least restrictive methods, as appropriate.

Disrespect toward staff or property or injuring other children or staff will not be tolerated. If a child breaks toys or equipment, it will be the parent/guardians' responsibility to replace the items. If a child is out of control and is unable to listen to staff, this creates an unsafe environment for all the children including the misbehaving child. The staff must inform the Director or in-charge person of this behavior, and if deemed unsafe behavior, a parent or guardian will be called to remove the child from the camp. To ensure safety the parents must remove the child from the camp within one half hour of notification. If the behavior continues the child may be suspended from the camp for a determined amount of time or expelled entirely.

1. The child will be given a verbal warning and redirected to another activity.

2. If inappropriate behavior continues, the child will be removed from the group for a determined period of time.
3. Whenever there is a serious concern about a behavior or discipline problem, the staff verbally, and in writing, informs the parents.
4. The method and a schedule for continual monitoring of the child's growth and development will be determined by the Camp Director and camp staff.
5. Upon parental notification and after repeated warnings, the camp reserves the right to remove any child who may pose a danger to themselves or other children in our setting. Efforts will be made to recommend an appropriate placement for the child.

Parents must advise staff of any physical or emotional conditions for which their child is being treated. Any changes in a child's normal behavior (sudden aggressiveness or withdrawal) noted by the staff will be brought to the attention of the parents. Parents should make the staff aware of any problems that their child may be experiencing, in order that the staff may better understand and assist the child.

No staff member may physically or verbally abuse a child, nor may a child be physically restrained except when it might be necessary to protect the safety and health of the child or others. Staff members are prohibited to use abusive, neglectful, corporal, humiliating, or frightening punishment.

Arrivals and Departures

Campers must be "signed in" and "signed out" directly with camp office manager each day.

Health and safety

Health Forms

State of Connecticut regulations require that a fully completed and signed health form must be on file in the Camp Office before the first day of camp. No camper will be allowed to attend camp without a current, complete form. A physical within the past two years is required with this year's date and signature from the physician. Health forms can be requested from the school nurse prior to the end of the school year. Families must submit a health form annually at the time of registration. A signed CT Dept of Public Health Medical Exemption Certification Statement is required for children without proof of immunization.

Records

Camp M.O.E. must have the most up to date information on each camper. Changes in information indicated on the forms must be reported to the Camp immediately. In addition, emergency numbers must be kept up to date to ensure that we can contact you at any time there is an emergency.

Medication Administration at Camp

The Camp will provide staff trained in the administration of medications, including the use of automatic prefilled cartridge injectors with a written order form a physician and signed by the parent or guardian. A parent/guardian has the option and is welcome to come to camp to administer medication personally.
We request however, that whenever possible, medication be administered to your child outside the hours your child attends camp. Only those prescription medications that are critical for your child's wellbeing should be administered during program hours.

Medication must have the original bottle or packaging and prescription label including:

- Child's name
- Dosage/ route of administration (mouth, inhalation)
- Specific time/intervals to be given
- Current date of order
- Physician's name and telephone number
- Individual measuring spoon if required with medication.

No controlled medication is allowed to be sent in with a camper. Medication must be dropped off before child attends camp. All medication needs to be picked up at end of camp session. Any medication not picked up within one week of last day of camp session will be properly disposed of.

A camp doctor is located offsite, who reviews all protocols and procedures we have at camp. No doctor is on site.

Injury at the Program Site

In the event that a child is injured at camp, the following steps will be taken:

1. The child will be made comfortable and a staff member certified in first aid will treat, if the injury is minor.
2. If injury is of a serious nature and emergency medical care may be/is needed, parents will be contacted immediately, as well as Camp Director and/or Alternative Director, the CEO or other YMCA personnel if appropriate.
3. In the event that a parent/guardian cannot be reached, other emergency contact individuals will be called. The YMCA will take the necessary steps to obtain an ambulance and emergency treatment at a hospital, if required. YMCA staff will accompany the child in the ambulance and remain with child until authorized parent or individual arrives.
4. The YMCA will require a doctor's note as a result of any child injury (occurring on or off site) requiring medical attention, before the child can return to camp. The doctor's note should contain the diagnosis and any activity limitations the child may require while in our care.

Health

It is very important that parents conform to the Health Policy for the benefit of the sick child as well as for the protection of other children and staff in the program.

Sick Child

If a child is ill with a temperature, diarrhea or vomiting during camp hours, the following steps will be taken:

1. The child will be immediately removed from the group and brought to the Nurses office.
2. A staff member will make the child comfortable.

3. A staff member will call a parent/guardian. If a parent/guardian cannot be reached, the staff will call people on the emergency list to pick up the child. The child must be picked up from the camp within one half hour of the parent notification.

Symptoms or conditions that justify keeping a child home or sending a child home are:

Temperature over 100 degrees…….one full day with no fever (un-medicated)
Vomiting…….no vomiting for one full day
Diarrhea……. child returns to normal
Off color nasal secretions……. nasal drainage is gone
Rash of unknown origin ……Rash is gone, or diagnosed and treated
Strep Throat……24 hours of antibiotic treatment and no fever for 24 hours
Purulent Conjunctivitis (Pink eye) ……. No drainage from eye. Eye & lid no longer inflamed & on medication for 24 hours.
Head Lice……. Treated and nit free
Chicken Pox…….6 days after onset of rash, or all lesions are dried and crusted

Children with symptoms are isolated under the care of the Camp Staff and in an area of the camp within view of others. Parents or emergency contacts are notified and the child must be picked up within one half hour.
If your child is not feeling well enough to fully participate in the daily program, please keep your child at home.
The Northwest CT YMCA requires a doctor's note as a result of any child illness or concern before the child can return to our camp. Note should contain the diagnosis, recommended treatments and any activity limitations the child may require while in our care.

Any COVID like symptoms please keep your child home.

Refund Policy:

Deposit- Nonrefundable under any circumstance.

Refund less deposit- Refund less deposit will be given if notification is given two weeks prior to attendance at camp. No refund will be given without a minimum of 2 weeks' notice of cancellation.

Medical Exception Refund-When Camp M.O.E. is notified a camper cannot attend or finish a session due to injury, A doctor's note must be provided within 1 week of initial notification. Camp M.O.E. will not offer retroactive refunds when proper procedures are not followed.

Abuse/Neglect – Legal Requirements

All camp staff providers are considered mandated reporters by the State of Connecticut and shall make a report to the Department of Children and Families when a situation arises where there is reasonable cause to suspect that a child is being abused, neglected or in

imminent risk of abuse. We are not required to inform parents or guardians if such a report is made.

Legal Custody and Injunctions

A copy of any court ordered custody decree or injunction must be kept on file at camp

Emergency Action Plan

Emergency contact numbers are kept with camp staff that is responsible for supervising the campers.
Camp staff is responsible for taking attendance before and after any evacuation. They are also responsible for taking along the attendance roster and first aid kit.

In the event of a civil emergency evacuation YMCA officials will be responsible for informing the appropriate authorities. YMCA staff will make every effort to contact parents by telephone as soon as they are physically able to do so, if possible. If the time permits, this will be done prior to the evacuation. As the safety of the children and staff are paramount, notification may occur after any evacuation via cell phone.

Supervision

Children are under staff supervision at all times. Camp staff will supervise the safe arrival and departure of all children. No child is allowed to be without camp staff supervision. Staff-child ratios of a maximum of 1-12 are maintained at all times.
NO CHILD/CHILDREN SHOULD BE LEFT ALONE FOR ANY PERIOD OF TIME.
Staff must supervise children while they are using the bathroom and will reinforce good personal hygiene measures by encouraging the children to wash their hands thoroughly.

Camp staff will also inspect all program facility space including outdoor play areas for hazardous surroundings, including playscapes, furniture, and equipment to ensure that all program space is in good, safe, and operable condition.

Any area that a group is exiting will be inspected for children and attendance will be taken to insure all children are accounted for.

Any program area that is being closed for the day will also be inspected for children.

Parental Communication and Concerns

If your child is having a problem at camp, we ask that you inform us of the situation as soon as possible so that we may be more effective in providing a solution. If something is unsatisfactory, please speak with the Camp Director.

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Acknowledgement

This policy handbook describes important information about the Northwest CT YMCA Camp M.O.E. I understand that I should review it with my child.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge, understand, and agree that revisions to the manual may occur which may supersede, modify, or eliminate existing policies.

My signature below signifies that I have received a copy of the Camp MOE Handbook and understand it is my responsibility to read and conform to its provisions or any revisions to it.

Parent/ Guardian Name: (Print) _____

Signature: _____

Date: _____

Child's Name: _____

Please sign and submit to the Camp M.O.E. Director prior to the child's first day.

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TICK & LYME DISEASE POLICY

At Camp Moe we take Lyme disease seriously. Because of the nature of our outdoor program we need to be cautious of ticks. It is your responsibility to check your camper each night for ticks. Please sign the form below and return it to Camp MOE prior to the start of camp.

I, _____, have read the YMCA Camp M.O.E. Tick & Lyme disease policy and I understand it is my responsibility to check my camper_____ for ticks after the conclusion of his/her camp experience each day.

Parent/Guardian Signature_____

Date: _____